

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1185

**TITLE:** DIRECTOR OF CONSTRUCTION MANAGEMENT DIVISION

**GRADE:** S-34

**DEFINITION:**

Under direction of the Director and Assistant Director of Public Works Department, to supervise a division managing the administration of architectural, engineering and construction contracts for County-owned utilities and facilities; and to do related work as required.

**TYPICAL TASKS:**

Supervises the planning and monitoring of architectural, engineering and construction contracts for utilities and facilities other than schools;

Directs field survey work for all internal project design and for construction contracts;

Advises senior agency officials on matters pertaining to these contracts;

Is responsible for division management pertaining to budget and reports preparation, policy and procedural guidance, and evaluating employee performance;

Supervises preparation of contract documents, evaluates bids and recommends award of construction contracts;

Supervises inspection and monitors progress of all contract work involved.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the theory and practice of civil engineering;

Knowledge of the principles and practices of urban planning;

Knowledge of the principles and practices of design and construction;

Ability to plan and coordinate the work of professional and sub-professional engineers;

Ability to write reports, specifications, and contract documents.

**EMPLOYMENT STANDARDS:**

Any combination of education and experience equivalent to the following:

Graduation from college with major course work in an engineering field, and five years of progressively responsible professional experience in the project engineering field.

RETITLED:

February 17, 2004